

## *Training Officers Conference*

WASHINGTON, D. C.

March 18, 1964

### ANNOUNCES

DISTINGUISHED SERVICE AWARDS FOR EXCELLENCE IN TRAINING

AND

INVITES NOMINATIONS FOR THEM

Training is becoming increasingly critical to the achievement of efficient and economical management. Nearly every federal agency and major business organization in the Washington area has new or recently improved training programs which have contributed significantly to better utilization of human resources in achieving objectives of the organization. The DISTINGUISHED SERVICE AWARDS provide a means for identifying those training programs which have resulted in the greatest improvement in management, and for giving recognition to the training officers who have contributed most to the success of those programs. AWARDS will be presented at a luncheon on June 9.

The panel of judges who will select winners of the DISTINGUISHED SERVICE AWARDS are: Honorable Carlton R. Sickles, Congressman from Maryland; Honorable Robert E. Hampton, Commissioner, U. S. Civil Service Commission; and Dr. Franklin P. Kilpatrick, Senior Staff Member of The Brookings Institution.

Consideration should be given the types of contributions listed below, but not limited to them.

1. Sponsorship of Programs
2. Authorship
3. Instructorship
4. Training Directorship
5. Single Training Program Planning or Development
6. Contributions to Training or Educational Professional Organizations

Nominations may be made on the attached form by heads of agencies or organizations, directors of personnel, members of the Training Officers Conference and other concerned with improving management through training.

All nominations must reach the Chairman of the Nominating Committee by April 27, 1964.

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NOMINATION FOR

DISTINGUISHED SERVICE AWARD

Submit Nomination to:  
Chairman, Awards Committee  
Office of Career Development  
Room 1332  
U.S. Civil Service Commission  
Washington, D.C. 20415

Submitted by:  
Name:  
Title:  
Agency:  
Business Address:

Nominee \_\_\_\_\_  
Title \_\_\_\_\_  
Agency \_\_\_\_\_  
Business Address \_\_\_\_\_

Basis for Nomination

Please state briefly; (1) nature of contribution and (2) results of contribution.  
Supplemental material may be attached.